



# Department of Defense DIRECTIVE

NUMBER 1304.24

April 20, 1984

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ASD(MI&L)

SUBJECT: Use of Directory Information on Secondary School Students for Military Recruiting Purposes

- References:
- (a) Title 10, United States Code, Section 503 (as amended by Public Law 97-252, "Department of Defense Authorization Act, 1983," Section 1114)
  - (b) DoD 5025.1-M, "Directives System Procedures," April 1981, authorized by DoD Directive 5025.1, October 16, 1980
  - (c) [DoD 5400.7-R](#), "DoD Freedom of Information Act Program," August 1983, authorized by [DoD Directive 5400.7](#), March 24, 1980
  - (d) DoD 5400.11-R, "DoD Privacy Program," August 1983, authorized by [DoD Directive 5400.11](#), June 9, 1982

## 1. PURPOSE

This Directive:

1.1. Implements reference (a) to establish policy, prescribe procedures, and assign responsibilities concerning the collection, retention, and use of secondary school student directory information for military recruiting purposes.

1.2. Authorizes the publication of DoD 1304.24-R, "Use of Directory Information on Secondary School Students for Military Recruiting Purposes," consistent with reference (b), which shall direct military recruiting officials to provide school cooperation rate data and include other uniform guidance.

## 2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense and to the Military Departments. The term "Military Services," as used herein, refers to the Army, the Navy, the Air Force, and the Marine Corps.

### 3. DEFINITIONS

3.1. Cooperation Rate Data (CRD). Includes tonal number of secondary schools in the Interservice Recruitment Committee's (IRC) <sup>1</sup> area of responsibility, percent of schools providing directory information, total number of junior and senior high school students and percent of those students for whom directory information has been obtained.

3.2. Directory Information. The student's name, address, telephone listing, date and place of birth, level of education, degrees received, and the most recent previous educational agency or institution (also referred to as "secondary schools") attended by the student.

3.3. Student. Any student who is 17 years old or older or in the eleventh grade (or its equivalent) or higher, and who is enrolled in a secondary school in the United States, or its territories, possessions, the Commonwealth of Puerto Rico, or in DoD high schools worldwide .

### 4. POLICY

It is DoD policy that the Military Services shall strive for voluntary cooperation between education officials and military recruiters with the objective of attracting a high-quality cross section of American youth into the Military Services.

### 5. PROCEDURES

5.1. The Military Services shall coordinate information collection procedures to avoid duplication of effort and to facilitate continued access to education officials and student directory information.

5.2. Coordination shall be accomplished at the local level by the IRC .

<sup>1</sup> The IRC is chartered in the following Joint Regulation: Army Regulation 601-207, Air Force Regulation 33-7, Chief of Naval Operations Instruction 1100.4A, Marine Corps Order P1100.75A, "Military Entrance Processing Station (MEPS)," November 15, 1983.

5.3. The military recruiter who obtains student directory information shall provide the information to the IRC. The IRC shall compile and disseminate the information to the appropriate recruiters from each of the Military Services.

5.4. Student directory information, collected and compiled consistent with this Directive, shall be used only for military recruiting purposes and shall be handled as follows:

5.4.1. Consistent with references (c) and (d), no one having access to student directory information may disclose such information except for military recruiting purposes.

5.4.2. Directory information pertaining to any student may not be maintained for more than 3 years after the date the information first is collected and compiled.

5.5. To ensure completeness of the student directory information and maximum efficiency in the collection process, the Military Services shall:

5.5.1. Identify and contact all local, area, or State officials who may collect and maintain school census data.

5.5.2. Use such census data as a primary source of student directory information for Military Service recruiters.

5.5.3. Adhere to applicable State public records or freedom of information legislation governing the disclosure of student directory information to ensure that:

5.5.3.1. Military recruiters contacting educational agencies and institutions follow proper request procedures.

5.5.3.2. The Military Services are afforded the same access to the data as is guaranteed to the public by State legislation.

5.6. Military recruiters shall provide CRD to the IRCs.

## 6 RESPONSIBILITIES

6.1. The Assistant Secretary of Defense (Manpower, Installations, and Logistics) ASD(MI&L)) shall request, receive, compile, and retain temporarily for recruiting

purposes CRD) pertaining to students enrolled in secondary schools throughout the United States and in DoD schools worldwide.

6.2. The Secretaries of the Military Departments shall cooperate with the Military Entrance Processing Command (MEPCOM), Department of the Army, in the development and preparation of DoD 1304.24-R concerning the collection, compilation, use, safeguarding, and disposition of student directory information by recruiting officials .

6.3. The Secretary of the Army, as Executive Agent for MEPCOM, shall:

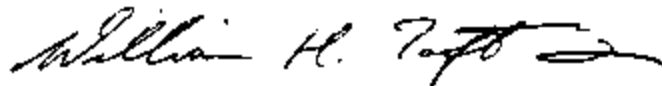
6.3.1. Direct MEPCOM to coordinate, develop, publish, and maintain DoD 1304.24-R, consistent with DoD 5025.1-M (reference (b) .

6.3.2. Include in DoD 1304.24-R procedures for military recruiting officials to provide CRD, as received, to the IRC chairman, and provisions for MEPCOM to obtain CRD from the IRC.

6.3.3. Provide yearly school CRD to the ASD(MI&L).

## 7. EFFECTIVE DATE

This Directive is effective immediately .

A handwritten signature in black ink, appearing to read "William H. Taft, IV". The signature is fluid and cursive, with a long horizontal stroke at the end.

William H. Taft, IV  
Deputy Secretary of Defense